



ONESTEP -- Contract Evaluation Consultant Required

ONESTEP and its partners are undertaking a promising practices project (Strategies and Tools to Assist Disadvantaged Group to Access Labour Market Supports – Promising Practices) and requires the services of an evaluation consultant. The project start and completion dates are September 2011 to March 2012.

Project Objectives

There are three overarching objectives of this project. The first is to identify the labour market challenges of four disadvantaged groups in Ontario – persons with disabilities, low skilled immigrants, Aboriginal and low income earners. The second is to review materials on transitions to employment in Ontario and existing resources and tools. The third is to collect and document 25 brief case studies on effective practices that engage disadvantaged groups in accessing labour market supports, increasing workplace skills and finding sustainable employment. A final report will include the case studies and tools and resources used to produce positive employment outcomes.

An advisory committee and a project consultant are working on this project.

Project's Deliverables

- a. Carry out a literature review of transition to employment initiatives in Ontario and other jurisdictions;
- b. Conduct up to 15 telephone interviews with key representatives from persons with disabilities, immigrant, low income earners and Aboriginal organizations and other related sectors. The goal is to gather qualitative information on the effective approaches groups are using to engage disadvantaged groups and assist them in accessing labour market support programs/service in Ontario and to find employment. The focus will be on areas such as marketing, lesson planning and curriculum, how to increase the skills of incumbent workers and potential workers, use of technology, integrated programs (literacy, employment, essential workplace skills projects etc.);
- c. Prepare and distribute a brief survey to employment and training sector members to obtain feedback on promising practices and how and why they assist clients in assessing services and obtaining sustainable employment. A total of 130 surveys will be distributed and the anticipated return rate will be 25%;
- d. Data analysis of the surveys and interview feedback and draft report prepared. The final report will include: an Executive Summary including recommendations, methodology, Criteria used to determine promising practices, What We Heard (25 brief case studies on effective practices to engage disadvantaged groups in accessing labour market support and transitioning to

employment), Conditions for success of promising practices (e.g. inter-government programs that involve education, training and employment, significant employer involvement, comprehensive program design and delivery among partners), Recommendations including common practices that work and the conditions under which they were successful, Literature Review including noted promising practices, Bibliography, Tools and Resources;

- e. Perform a project evaluation to determine what worked well and what changes could be made for future projects

Application Information

Please include the following information in your submission:

1. Applicant's qualifications including a cover letter which clearly outlines how the combination of your knowledge, skills and abilities makes you a good candidate for the project
2. Brief work plan describing the evaluation steps and tools you plan to use (up to 3 pages)
3. 2 references from recent comparable evaluation project clients
4. Budget (please indicate the hours and total cost for each step in the work plan)

Notes

Only shortlisted candidates will be contacted. ONESTEP's programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

Application process

Please submit proposals by 5:00 pm local time on October 11th, 2011 to:

Promising Practices Hiring committee

ONESTEP

3100 Steeles Avenue

Concord, Ontario L4K 3R1 Email: hiringcommittee@onestep.on.ca

About ONESTEP

The Ontario Network of Employment Skills Training Projects (ONESTEP) is a province-wide umbrella organization supporting the interests of non-profit agencies that deliver training and employment programs. We represent over 100 member agencies delivering services in 50 communities across Ontario.

ONESTEP member agencies provide numerous programs funded by multiple levels of government and other innovative forms of social enterprise. Together, more than 250,000 clients are served at these agencies each year. Services include but are not limited to career and personal counselling; literacy, ESL and numeracy programs; job-finding clubs; computer courses; sector-specific training and job placement.

ONESTEP is a non-profit organization with registered charitable status. It was incorporated in 1987 and is governed by a volunteer Board of Directors drawn from member agencies. ONESTEP has been supported in part by: the Ministry of Training, Colleges and Universities, the Trillium Foundation, MCI, Service Canada, CIC, and revenue generated through product sales, sponsorships, memberships and professional development activities.